



Superintendent
of Documents

ADMINISTRATIVE NOTES



LIBRARY PROGRAMS SERVICE

Vol. 8, no. 16

GP 3.16/3-2:8/16

September 1987

1987 APPOINTMENTS TO THE DEPOSITORY LIBRARY COUNCIL

Public Printer Ralph E. Kennickell, Jr., has appointed the following librarians to three-year terms on the Depository Library Council:

Ms. Sally Holterhoff
Valparaiso University
Law Library
Valparaiso, IN 46383

Mr. Ridley Kessler
University of North Carolina
Walter R. Davis Library
Chapel Hill, NC 27514

Ms. Judith Russell
Russell Associates
513 Independence Ave., SE
Washington, DC 20003

Mrs. Fannie Simmons
Atlanta University Center
R.W. Woodruff Library
Y111 James P. Brawley Drive, SW
Atlanta, GA 30314

A fifth appointment is expected to be made shortly.

The purpose of the Council is to advise the Public Printer on matters concerning the Depository Library Program. The next Council meeting is scheduled for October 14-16, 1987, in Washington, DC.

ADVISORY COMMISSION ON INTERGOVERNMENTAL RELATIONS

A number of depositories have been contacted recently by the Advisory Commission on Intergovernmental Relations. This agency, "in response to a recent Congressional directive ... is now required to charge fees for its publications and services."

Naturally, documents librarians are concerned about the continued availability of item number 1049-D, SuDocs class Y 3.Ad 9/8:. The Acquisitions Unit, upon contacting the Advisory Commission on Intergovernmental Relations, has been assured that this agency's fee structure applies to individual requests for ACIR publications and in no way interferes with the receipt of publications for the Depository Library Program.

DEPOSITORY LIBRARY COUNCIL PRELIMINARY AGENDA
(SUBJECT TO CHANGE)

Fall Meeting, October 14-16, 1987

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WEDNESDAY, October 14, 1987

Morning session

8:45 - 9:00	Welcome	Clyde Hordusky
9:00 - 9:15	Remarks	Public Printer
9:15 - 9:45	Superintendent of Documents Update	Don Fossedal
9:45 - 10:30	Marketing Update	Charles McKeown
10:30 - 10:45	BREAK	
10:45 - 11:30	Library Programs Service Update	Mark Scully
11:30 - 12:00	Joint Committee on Printing Update	Bernadine Hoduski Tony Zagami
12:00 - 1:15	LUNCH	

Afternoon session

1:15 - 1:45	Status of the LPS Information Technology Program	GPO Staff
1:45 - 2:45	Recommendations from Spring Depository Library Council	Clyde Hordusky Mark Scully Bonnie Trivizas
2:45 - 3:15	National Technical Information Service Update	Ruth Smith
3:15 - 3:30	BREAK	
3:30 - 4:00	U.S. Geological Survey Update	Charles Bennett
4:00 - 4:30	Bureau of the Census Update	Larry Carbaugh

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THURSDAY, October 15, 1987

Morning session

9:00	Convene	Clyde Hordusky
9:00 - 12:00	Heard of CD-ROM? Nah, never heard of him.	William Lawson Jane Perry
12:00 - 1:15	LUNCH	

Afternoon session

1:15 - 1:45	Report of the Regionals Committee on Superseded Publications	Ridley Kessler
1:45 - 3:00	Open Forum	Vicki Phillips
3:00 - ?	Council Deliberations	

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FRIDAY, October 16, 1987

Morning session

9:00	Convene	Clyde Hordusky
9:00 - 10:00	Office of the Bicentennial Commission on the Bi-Centennial of the U.S. Constitution	?
10:00 - 10:15	BREAK	
10:15 - 11:45	Recommendations	Clyde Hordusky
11:45	ADJOURNMENT	

CHANGING DEPOSITORY STATUS

Some libraries that were originally designated depositories by a Member of Congress are also eligible for depository status under certain sections of Title 44, U.S. Code. Accredited law school libraries, certain court libraries, State libraries, and the libraries of land grant institutions are all eligible under these provisions. These types of depository status are collectively referred to as "By law" status. If your library was designated a Federal Depository Library by a Member of Congress and is also eligible for By law status, the director of your library might want to consider changing to a By law status.

The change in status would in no way interrupt the flow of depository materials to your library. It would not alter the responsibilities of being a Federal Depository Library. It would merely involve a change in record-keeping at GPO. By changing status, an opportunity would be created for your Senator or Representative to designate another Federal Depository Library. All that is required to change status is a letter from the head of the library to the Superintendent of Documents requesting a change to By law status and stating that the library does qualify for By law status under the appropriate section of Chapter 19, Title 44, U.S. Code.

If you have any questions regarding this procedure or require any additional information, please write to:

Chief, Inspection Team
U.S. Government Printing Office
Library Programs Service (SLL)
Washington, D.C. 20401

BUREAU OF THE CENSUS CD-ROM ANNOUNCEMENT

Officials at the Bureau of the Census are considering remastering a CD ROM to make copies available for sale to libraries, if there is sufficient interest. A letter and a fact sheet describing the Bureau's plans appear on the next pages. Please direct your inquiries/responses to the Census at the address or telephone number given in the announcement before September 30, 1987.

July 18, 1987



UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, D.C. 20233

AN-v8-n16-9/87

Dear CD-ROM User:

You have previously indicated that you are interested in staying in touch with Census Bureau activities using the CD-ROM medium. I have included a flyer which describes the progress of the CD-ROM evaluation project.

We have had a number of requests to release Test Disk No. 1 to the public. Since we do not have very many copies of the original master that are uncommitted, we are considering remastering this disk and selling copies to the public. We will also make our extract and display software available on a "caveat emptor" basis.

Test Disk No. 1 will be distributed under the following conditions:

1. The price charged will be unique to this offering and will not include several cost factors that we will incur in producing future disks.
2. The software will be the same as programmed for purposes of our evaluation. Although it runs at all evaluation sites, you may experience difficulty on your computer depending on your particular hardware configuration. We will not be in a position to offer much software support.
3. The extraction and display programs are self documenting and do not need a user's manual. We do not plan to provide a programmer's guide for Test Disk No. 1, just brief generic guidelines for installing the software.

The price of the individual disks will be established so that we recover only mastering and replicating costs. Although the final price will be determined by the number of participants, we anticipate that we can make this disk available for about \$200. The price may be less depending on the volume of requests.

If you would be interested in Test Disk No. 1 under these conditions, please contact me as soon as possible. If you call please ask for Chris or Gwen on (301) 763-4100. Please let us know of your interest by September 30, 1987.

Sincerely,

A handwritten signature in dark ink, appearing to read "Forrest B. Williams". The signature is fluid and cursive, with the first name "Forrest" being more prominent.

Forrest B. Williams
Acting Chief, Systems & Programming Branch

Fact Sheet
CD-ROM Evaluation
U.S. Bureau Of The Census
July 7, 1987

In June 1986 the Census Bureau became the first Federal agency to master a CD-ROM when we produced Test Disk No. 1. This disk contains several numerical data bases normally distributed on computer tape including:

Agriculture data for counties (1982 Census Of Agriculture)

Demographic and housing data for 5 digit Zip Codes (Summary Tape File 3B from the 1980 census)

Population estimates for functioning governmental units

Eight test sites have the CD-ROM available for public use.

Census Regional Offices in Boston, Chicago, Denver and New York

University of California at Berkeley

University of Georgia (Library)

Georgia Institute of Technology (Library)

University of Tennessee (Marketing Department)

We are also participating in a pilot project at 30 Patent Office Depository Libraries.

Several characteristics of CD-ROM make it an attractive alternative for distributing large statistical data bases.

Large capacity. One CD-ROM will hold up to 1,500 flexible diskettes or four high density computer tapes.

Low Cost. The CD-ROM reader is relatively inexpensive and can be configured for use with a microcomputer.

Availability. Since CD-ROM is physically the same as Compact Disc for audio recordings, availability of readers and mastering services is being driven by the tremendous demand for CD recordings.

Using this disk on a microcomputer is like reading a very large flexible diskette. Test Disk No. 1 contains about 500 megabytes of data. Users familiar with common languages could read the disk if they had technical documentation similar to that supplied with Census Bureau computer tapes. Simple access and display software used at evaluation sites (and in exhibits) was programmed by Census Bureau staff in "C" and BASIC.

The disk was manufactured to "High Sierra" standards, and has been used on CD-ROM readers manufactured by Hitachi, Sony, Toshiba and Philips. Host computers have included IBM PC/XT, IBM AT, COMPAQ 386, Zenith, and other IBM compatibles.

Test Disk No. 1 has been distributed only to evaluation participants. The public reaction to our test has been very positive and the evaluation is about to be concluded.

The Census Bureau recently announced that CD-ROM will be used to distribute some future data products. Selected products will be drawn from the 1990 decennial census and the 1987 Economic Censuses. We do not view CD-ROM as a replacement for other media, but as an exciting new opportunity for small computer users. Issues such as cost and software will soon be resolved.

If you want more information about CD-ROM at the Census Bureau, please write:

Customer Services
 Bureau of the Census
 Washington, D.C. 20233
 (301) 763-4100

LPS ANNOUNCES NEW METHOD FOR FULFILLING LIBRARY CLAIMS

On August 17, 1987, the Library Programs Service will begin enclosing paper and microfiche "claims copies" in regular depository shipments; no longer will claims fulfillments be sent to depository libraries in separate packages. This new method for fulfilling library claims was suggested by an LPS employee and is expected to reduce LPS postage costs without adversely affecting service to depository libraries.

To help depository library workers identify claims copies within depository shipments, the notice "Claims Copies Included" will be stamped on each package of claims copies enclosed in a shipment. All other depository claims procedures and guidelines will continue in force unaffected, and no special action is required on the part of depository librarians.

Any comments or questions regarding this new method should be directed to:

Carl B. Redd, Chief, Depository Distribution Division
(202) 275-1014 (Paper Claims); or

Colleen N. Davis, Chief, Depository Mailing Branch
(202) 275-1014 (Paper Claims); and

Sheila M. McGarr, Chief, Depository Administration Branch
(202) 275-1071 (Microfiche Claims)

AMENDMENT OF SELECTION CARDS

A number of documents librarians are still sending in the green "Amendment of Selection" post cards with additions to their item selection profile. As previously announced in both the instructions for the Annual Selection Update Cycle (May 1987) and in Administrative Notes (V.8, no.13, June 1987, p.6), for additions to a library's profile to be effective on October 1, 1987, they must have been received by LPS in July 1987. The green cards with "adds" arriving now will be retained by LPS until implementation of the next selection update cycle scheduled for October 1, 1988.

A reminder: Depository librarians may send in green "Amendment of Selection" cards for deletions at any time. The deletions will become effective approximately four weeks from their receipt by LPS.

CLAIM PROCEDURES

In anticipation of the new academic year and the training of student workers for documents collections, now is an opportune time to remind everyone about the correct procedures for claiming missing paper and microfiche publications. While it clearly states in the Instructions to Depository Libraries just how to claim, quite a number of libraries fail to follow correct procedures. A portion of Section 10 of the Instructions is being reproduced in this issue.

Some DO's and DON'Ts:

- 1) Do not expect LPS staff to decipher your check-in codes of x's, hash marks, etc. Please circle the missing publication on the shipping list.
- 2) Do not phone in a first claim. Please use the shipping list or else the Inquiry form for automatic mail titles. However, we do appreciate quick notification, particularly if bound sets are packaged incorrectly or shipment boxes are missing.
- 3) If your library does not receive a claim response within four weeks, please submit the "Depository Library Inquiry Form." Do not submit a second claim.
- 4) Too many librarians are using the "Depository Library Inquiry Form" to submit first-time claims for titles already on shipping lists. Such action delays LPS response to your claim.
- 5) We are astounded at the number of claims which arrive with the mailing label blank. This causes a chain reaction: LPS is unable to fill the claim for want of an address; the librarian is angry because of no reply and either submits a second claim, calls, or both.
- 6) Please use the correct mailing address. LPS relocated from its Eisenhower Avenue, Alexandria, VA location in February 1985. Incorrectly addressed mail filters in from the Post Office long past the 60 day claim period.

By working together, we can improve the accuracy and timeliness of claims fulfillment.

Instructions To Depository Libraries

Section 10

Claims for Copies of Publications Selected But Not Received and Duplicate Shipments

All claims for non-receipt of depository publications must be post-marked **within 60 days** from the date of receipt of the Depository Shipping List on which the publication or publications were listed. Claims for entire missing shipments must also be made **within 60 days** from the date of the next shipment received.

Publications should be reviewed when received and claimed promptly for publications actually listed on the Depository Shipping List. The *Monthly Catalog* cannot be used as a basis for claims, since all Government publications, except those that may compromise national security, are cataloged regardless of whether they are sent to depository libraries.

Do not use the Serial claim forms generated by the OCLC system. Only LPS shipping lists will be honored. Do not claim "rainchecks". After publications are reprinted, they will be distributed by LPS.

To claim a publication selected but not received:

1. Stamp the shipping list with your depository library number/date received stamp in the upper right corner of the shipping list.
2. Circle the missing publication on the shipping list.
3. Fill out the mailing label at the bottom of the shipping list including:

- a. Librarian's signature
- b. Depository library number
- c. Shipping list number
- d. Library name
- e. Street address
- f. City, state and zip code

4. Keep a photocopy of the shipping list for your records at least until the claim has been acted upon by GPO. Mail the original copy of the shipping list

For paper claims:

U.S. Government Printing Office
Library Programs Service (SLDM)
Paper claims
Washington, D.C. 20401

For microfiche claims:

U.S. Government Printing Office
Library Programs Service (SLLA)
Microfiche claims
Washington, D.C. 20401

BREAKING OUT PROBLEM ITEM NUMBERS

On August 13, 1987, the first batch of special non-survey item cards were placed in depository shipment boxes. A special notice, on pink paper, accompanies three sheets of item cards. The pink sheet describes LPS action to date in increasing a depository's item selectivity. LPS has automatically transferred a library's record of selection to the new item number.

If, after reviewing the new item numbers, a depository wishes to de-select any item, please complete the green "Amendment of Selection" post cards. Just a reminder, items can be dropped at any time.

DISTRIBUTION STATUS OF SEVERAL SERIALS

A number of inquiries about the lack of receipt of some serial titles have been investigated by the Acquisitions Unit. The interim results are as follows:

1) The U.S. Holocaust Memorial Museum Newsletter is being published monthly with private funds. Thus, it is not a Government publication. The Museum staff has informed LPS that it hopes to secure funds from a Federal agency during FY 88. If monies are obtained, then the Museum Newsletter will fall under the purview of the Depository Library Program.

2) The LBL Research Review, a quarterly, has not been distributed to selecting depositories regularly (Item 0429-E-01, SuDocs E 1.53/2:). Apparently when the printing requisition arrived at GPO, copies were not ordered for depository distribution. The Acquisitions Unit has recently submitted reprint requests to the appropriate division within GPO. When the reprints are received, they will be distributed to all selecting depositories.

3) For MAC Flyer (Item 0424-B, SuDocs D 301.56:), the issuing agency failed to include both depository copies and Sales copies on its printing requisitions for several issues. The agency will now "go back to press" for the missing issues: Vol. 33, no. 9 & 12, and Vol. 34, no. 1, 3, & 5.

UPDATE TO THE LIST OF CLASSES

LPS is implementing an employee suggestion to reproduce an internal workform, entitled "Update to the List of Classes," for the depository community. This update will become a regular feature in Administrative Notes.

As information from federal agencies, LPS serials catalogers, classifiers, etc., is verified, it is listed on this workform which is numbered sequentially throughout the calendar year. 1987-21 is the first one being distributed to depositories. Generally the list is produced once a week.

Any changes in item number, format, class number, etc., are input into DDIS (Depository Distribution and Information System). As you are aware, the DDIS database generates both the List of Classes and the Item Selection printout. For example, information from the updates dated between September 1 and November 30 should appear in the December 1987 List of Classes and the sheets can be discarded upon receipt of that individual issue.

LPS is hopeful that by providing this information in a timely fashion, the number of telephone and mail inquiries can be reduced and the documents librarians can match items and patron needs of their Congressional districts more closely.

NEW GPO PORTABLE DISPLAY UNIT COORDINATOR

There is now a new GPO Portable Display Unit Coordinator for Region One.
The new Coordinator is:

Jennifer Nason
State Library of Massachusetts
Documents Department
442 State Street
Boston, MA 02133
(617) 727-6279

Region One includes the Canal Zone, Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, and the Virgin Islands.

Update to the LIST OF CLASSES

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1987-21

DATE August 12, 1987

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CLASS NUMBER ITEM NUMBER

CHANGE/NOTICE

A 93.11/2-2:	0021-E	Feed Situation and Outlook Yearbook (annual) (MF) has been added to item number 0021-E.
C 3.215/4:C40-	0140-A-03	Title changed from Construction Reports: Housing Units Authorized by Building Permits and Public Contracts, C40-(series) (P) to Construction Reports: Housing Units Authorized by Building Permits: Annual (year), C40-(series) (P). The item number will remain 0140-A-03.
C 13.58/3:	0247-D	Technical Activities, Office of Standard Reference Data (annual) (MF) has been removed from C 13.58:, NBSIR (series) (MF), and given its own classification number C 13.58/3:. The item number will remain 0247-D.
C 55.325/4:	0616-L-03	Survey of Foreign Fisheries, Translated Tables of Contents and New Translations (bimonthly) (P) combines and replaces C 55.325:, Translated Tables of Contents of Current Foreign Fisheries, Oceanographic, and Atmospheric Publications (numbered) (irregular) or Planned Current Foreign Fisheries, Oceanographic and Atmospheric Translatopms (numbered) (irregular) (MF) (item number 0616-L-02) and C 55.325/3:, Survey of Foreign Fisheries, Oceanographic and Atmospheric Literature (numbered) (irregular) (MF) (item number 0616-L-03). Item number 0616-L-03 will apply to C 55.325/4:.
I 29.74/2:	0648-B	Historic American Buildings Survey, Historic American Engineering Record Division, Annual Report (MF) has been removed from I 29.74:, Historic American Buildings Survey, and given its own class, I 29.74/2:.
Y 4.In 8/14-11:	1023-B	Report to the Committee on the Budget, Views, and Estimates of the Committee on Interior and Insular Affairs, Budget Proposed for Fiscal Year (annual) (MF) has been removed from Y 4.In 8/14:, Hearings, Prints, and Miscellaneous Publications, and given its own class, Y 4.In 8/14-11:. Item number will remain 1023-B.



United States Government Printing Office

Washington, D.C. 20402

ASSISTANT PUBLIC PRINTER
(Superintendent of Documents)

In reply refer to:

Dear Customer:

We are writing to provide you with updated information on your order for the new Standard Industrial Classification Manual. The Office of Federal Statistical Policy of the Office of Management and Budget has now submitted the Manual to the Government Printing Office for printing. Copies should be available by October 1, 1987.

We will make every effort to keep you advised of any further changes in the Manual's anticipated delivery date, and to ship your order to you as soon as we receive our stock of books.

Sincerely,

A handwritten signature in dark ink, reading "Donald E. Fossedal", is written over a horizontal line.

DONALD E. FOSSEDAL
Superintendent of Documents



United States Government Printing Office
Washington, D.C. 20402

ASSISTANT PUBLIC PRINTER
(Superintendent of Documents)

August 4, 1987

Dear Depository Librarian:

Recently, the Library Programs Service discovered that Information Sources, Form PD 800-K from the Bureau of the Public Debt of the Department of the Treasury, had been inadvertently distributed to depository libraries. The issuing agency has determined that as "the information in PD 800-K is provided for Reserve Bank use, it is not intended for release to the general public." Therefore, this publication is for official use only, for strictly administrative and operational purposes.

For this reason, I am requesting that you immediately withdraw this publication from your library collection and destroy it by any method that will prevent disclosure of contents or reconstruction of this document.

Descriptive information on this publication:

Title: INFORMATION SOURCES, Form PD 800-K

Shipping list: 86-986-P

Shipping list date: 12/17/86

Item number: 0970-A-05

SuDocs number: T 63.202:In 3/986

Thank you for your cooperation and prompt action in this matter.

A handwritten signature in dark ink, reading "Donald E. Fossedal". The signature is written in a cursive style with a horizontal line underneath.

DONALD E. FOSSEDAL
Superintendent of Documents



United States Government Printing Office
Washington, D.C. 20401

Dear Customer:

The Congressional Joint Committee on Printing has determined that all publication data tapes now sold by the U.S. Government Printing Office's Customer Service Staff will be sold only by the Superintendent of Documents beginning July 1, 1987. As before, all output will be provided on a Standard 1600 BPI, ASCII, IBM-compatible magnetic tape. Tapes of the daily Congressional Record (including complete House and Senate records) and the daily Federal Register are priced at \$175 each. A 1-year tape subscription to the daily Record will sell for \$29,300; a 1-year tape subscription to the daily Federal Register will sell for \$37,500. In addition, the Superintendent of Documents will now offer a tape subscription service for Daily Bills. A 1-year tape subscription will sell for \$18,750. Six-month subscriptions to these publications are also available at one-half the annual rate. Individual tapes of other publications will be \$125 each.

Payment must be made in advance by check or money order. The availability of these tapes from the Superintendent of Documents will now permit you to order by Visa, MasterCard, or Choice credit card account or, if you prefer, to enjoy the convenience of a Superintendent of Documents Deposit Account. As a prepaid Deposit Account customer, you will be able to purchase tapes automatically as long as sufficient funds remain in the account, and you will receive transaction reports on a regular basis.

To order by mail, write to the Superintendent of Documents, U.S. Government Printing Office, P.O. Box 37082, Washington, DC 20013-7082. To order by phone, call (202) 275-3328 or 275-3329 between 7:30 a.m. and 4:00 p.m. (Eastern Time) Monday-Friday. When ordering, please furnish the complete title and date of each file desired and indicate whether you wish to pay by credit card or Deposit Account. Tapes will be sent by registered mail or may be picked up at 45 G Street NW.

For additional information on this program, please write to Sarah S. Wilson, Documents Control Branch, Stop SSMC, Washington, DC 20401, or call her at the numbers listed above.

Sincerely,

A handwritten signature in dark ink, reading "Ralph E. Kennickell, Jr.", is written over the typed name.

RALPH E. KENNICKELL, JR.
Public Printer



United States Government Printing Office
Washington, D.C. 20401

OFFICE OF THE PUBLIC PRINTER

Ralph E. Kennickell, Jr.
Public Printer of the United States

THE FEDERAL ELECTRONIC PUBLISHING ENVIRONMENT
AND THE GPO

Presented before the
Corporate Electronic Publishing Systems Federal Conference
The Hyatt Regency Bethesda
Bethesda, Maryland

May 13, 1987
8:30 a.m.

Good morning. Let me open by saying that I bring you good news from Washington: electronic publishing has a bright and promising future in the Federal government. From my vantage point as head of the GPO, there is every indication that the Federal government is poised on the threshold of a new era in publishing and printing, an era in which quantum improvements in quality, productivity, and service will be matched by equally sizeable gains in efficiency, cost-effectiveness, and savings to the taxpayer. The government, with GPO in the lead, is plunging into this new era full speed ahead.

Most of you here today want to know what GPO is doing with electronic publishing and what we can expect to see in the future. Before I get to that, though, I'd like to take the opportunity to familiarize you with the GPO and tell you how recent developments there have helped make the emergence of electronic publishing in the government possible.

* * *

The GPO was established 125 years ago to serve as the Federal government's printer. Under the provisions of Title 44 of the U.S. Code--the law governing Federal printing--GPO is required to provide government agencies with a full range of graphic arts products and services. Title 44 also requires GPO to provide the public with access to government documents. As the head of GPO, I was appointed by the President and confirmed by the Senate. GPO's operations are overseen by the congressional Joint Committee on Printing, which serves as our board of directors.

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Today, GPO is the largest single producer of the government's printing needs. We also run the government's largest single publications distribution network.

Consider the sheer size of GPO's physical plant. Our central office complex alone consists of 4 buildings containing 34 acres of floor space. GPO also operates 6 smaller printing plants, 13 printing procurement offices, and 5 satellite procurement offices around the country to service the needs of the government's regional agencies. Our distribution services are provided through two giant mail order operations in Washington, DC, and Pueblo, Colorado, and through 23 bookstores around the country.

Altogether, GPO's facilities house nearly 5,300 employees at a payroll cost of over \$6 million each payday. About 40 percent of our employees are administrative, professional, and clerical workers. The remaining 60 percent are blue collar workers, and of these, about 40 percent are journeyman craftsmen.

GPO's employees are represented by 22 collective bargaining units, among them some of the oldest and most respected unions in the crafts trade. Under a unique provision of Federal law, GPO's craft wages are set following negotiations between management and 14 of these units, represented by GPO's Joint Council of Unions.

Unlike other Federal agencies which rely on annual appropriations from Congress, GPO finances most of its operations through a business-like revolving fund. Last year, GPO generated \$826 million in revenues, yielding the government a net income of \$8.8 million. Most of this revenue--close to 93 percent, in fact--came from printing operations. Of that amount, 75 percent came from commercially procured printing, making procurement GPO's largest single operation in terms of dollar volume. GPO also has income from other sources--most importantly our sales of publications program--and to a lesser extent, from small appropriations for specific congressional printing and documents distribution needs.

Last year, GPO produced or procured more than 1 billion publications on over 363,000 printing orders from virtually every agency of the Federal government, an average of close to 1,500 orders a day. To produce this work, GPO used or sold over 100 million pounds of paper, enough to circle the earth 15 times if each sheet were laid end to end.

GPO was established to serve primarily as Congress' printer. That special relationship still exists today, with GPO producing all of Congress' printing needs, including bills, reports, hearings, and other legislative products.

The Congressional Record, the daily report of the proceedings and debates of Congress, is GPO's single most important in-house job. Approximately 23,000 copies of the Record are produced each day

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Congress is in session. Its size can vary significantly from one day to the next--from 20 to 400 pages--depending on the amount of business Congress conducts. The average Record runs about 200 pages, the size of a 50 page daily newspaper, and consumes more than 10 tons of paper in production. Last year, we processed more than 35,000 Record pages, generating over \$14 million in revenue.

Our other big daily production job is the Federal Register, the publication all Federal agencies use to announce proposals or revisions to government regulations. Averaging close to 200 pages and 32,000 copies per issue, the Register contains about the same amount of type as three large metropolitan dailies. Last year, the Register generated \$25 million in revenue for GPO. GPO also produces all passports issued by the government as well as postal cards for the Postal Service.

I've noted that procured printing is GPO's largest single operation in terms of dollar volume. This follows a government-wide policy that requires the maximum utilization of the private sector to obtain goods and services at the most competitive price.

In GPO's case, following this policy is simply a matter of good economic sense. The \$120 billion U.S. printing and publishing industry was ranked first last year among all businesses in the total number of individual establishments--almost 50,000. With this vast reservoir of talent and capacity available to us, GPO's procurement policy is the most efficient and effective way to provide the taxpayer with the best printing quality and service at the lowest possible cost. Last year, GPO's 700 printing procurement employees processed 311,000 print orders valued at more than \$563 million.

While printing government documents is GPO's most important function, we're also responsible for the critical task of making these documents available to the public. Employing more than 900 workers, documents distribution by GPO involves four different approaches.

The most widely known of these is our sales program. Under it, over 17,000 titles, including both single copies and subscriptions, are offered for sale. Title 44 requires that we operate this program on a financially self-sustaining basis. Last year, the program sold over 27 million publications at a total value of \$63 million, resulting in a net income to the government of \$5.5 million.

In addition to providing distribution services for the general public, GPO administers two programs that distribute government documents to select publics. These publics are specifically designated by Title 44 to receive documents free of charge, or they're targeted by publishing agencies to receive the documents they produce. Last year, we distributed 7 million publications to recipients designated by law. Under our reimbursable program, GPO received and shipped 47 million documents for other government agencies.

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Another program involves the distribution of government publications to depository libraries. These libraries are required by Title 44 to make government publications available for the free use of the public, providing an information "safety net" for government publications consumers. About 1,400 libraries around the country are now served by this program. Last year, they received 24 million government documents, in both hard copy and microfiche formats, from GPO.

* * *

GPO occupies a special niche in the Federal government. We've come a long way from our founding in 1861, when the government's printing needs were miniscule, to the present, where our operations affect every Federal agency and a substantial portion of the American public as well. Our growth to a nearly \$1 billion agency didn't happen without extensive change. Today, GPO is being transformed again, but by change of an entirely different kind.

In the past, change involved growth, and principally growth that used the same or similar technology. Today, we face two very different trends: tightly controlled growth bound by an era of fiscal constraint, and a technological revolution that's uprooting all of the craft traditions we know. In short we're facing an unprecedented set of circumstances, circumstances that are as full of uncertainty as they are of promise.

Fiscal constraint is a wholly new concept to the government. The national economic gains of the last 6 years--consistent growth in the GNP, expanded investment, reduced unemployment, and low inflation--have been achieved to a great extent by reducing Federal spending. Wherever possible, government spending has been cut to lessen the burden on the taxpayer.

These funding reductions are impacting GPO both directly and indirectly. Under the Gramm-Rudman-Hollings budget reduction law, GPO is taking its share of spending cuts. Smaller Federal budgets also mean that our customer agencies have less money to spend on printing and publishing activities.

Right alongside fiscal constraint are the uncertainties raised by the technological revolution, a revolution that I maintain is causing a fundamental transformation in our entire socio-economic infrastructure. Many of you are probably familiar with the GraphComm 86 report recently prepared by Arthur D. Little, Inc., for Printing Industries of America. The report found that because of the new information technology, the printing industry alone is expected to change more in the next 20 years than it has in the last 50 years. That in itself is an astounding finding. Yet I submit that these changes will have a far more profound effect on our society.

Relentless improvements in primary solid state computers and communications technology are enabling us to store and process more

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information, reproduce it in a greater variety of formats, and send it virtually anywhere we want faster, cheaper, and with an ever expanding range of product diversity and options. As a result, there has been an awakening to the fact that information itself--the content of books, reports, and journals--has an intrinsic economic and social value all its own. As a nation, we are rapidly moving from a manufacturing society to a society that is heavily engaged in the production and distribution of information.

At GPO, we've been watching these developments closely. The Federal government, after all, is an information-intensive enterprise, serving as the largest single producer, consumer, and disseminator of information in the nation. The business of governing depends on accurate and timely information, which in turn depends on efficient and effective information systems. As the government's largest single information reproducer and disseminator, it's up to GPO to play a leadership role in using the latest technology to meet the changing information needs of the government and the public.

The technological revolution has awakened GPO to the fact that we've now got to compete for the business that was once ours for the taking. For most of its 125 years, GPO was blessed with a market held captive by the prevailing "low tech" nature of printing equipment. Because of economies of scale, the government's printing needs were once best met by a highly centralized printing organization.

Today's highly sophisticated information technology has changed all that. Rather than centralization, technological improvements have resulted in the emergence of a highly decentralized, highly competitive system for reproducing and disseminating government information. Using advanced technologies, our customer agencies increasingly have the option to bypass GPO's printing and binding services and perform the same work themselves quickly, efficiently, and with ever improving quality.

The same thing is happening in the information dissemination arena. Improved information storage, retrieval, and telecommunications systems now allow agencies to tailor rapid and effective information delivery for targeted publics. In addition, because government information can't be copyrighted, growing numbers of private information entrepreneurs are using the new technology to create lucrative new markets for reformatted and attractively packaged government information products.

The primary factor that threatens to take our market away is the cost-effectiveness of the new technology. Fiscal constraint and the technological revolution are, therefore, an interrelated set of challenges for GPO. It's no coincidence that the new technology is gaining acceptance in the government, as agencies search for new ways to accommodate reduced budgets. Quite frankly, GPO's continued health depends on our ability to fashion a new GPO that will provide an

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optimum combination of high-quality, responsive, and cost-effective information services.

* * *

This was the task that confronted GPO when I was appointed Public Printer two years ago. On taking office, it was clear that GPO was an agency suffering from the delusion that the winds of change would pass it by unscathed. To its employees GPO had no special purpose, no direction. To its customers, it was an agency with a reputation as an archaic and unresponsive printing factory. To the industry as a whole, GPO was woefully behind the times. As I saw it, the corporate culture of our agency needed to be completely turned around if GPO was to meet and overcome the serious challenges it faced.

My view today is that we have made tremendous progress in achieving corporate turnaround at GPO. The aim of this turnaround has been to bring GPO out of the darkness of obscurity and into the light of the future, making GPO more receptive to the opportunities the new age presents and more confident of its ability to overcome the challenges confronting it. We had to create a new climate to bring to life fresh ideas, innovative techniques, and a positive outlook at GPO.

How was this turnaround achieved? Our first order of business was to stand the corporate culture of GPO on its head and reorient the agency to the priorities of change. To teach the hardest lesson of all--that GPO no longer has a captive market, but must compete in order to survive--we invested GPO with a single, simple goal: GPO exists to be a "demand-driven, service-oriented agency." This is a goal that harks back to the intent behind the founding of GPO. Yet it is also a goal which infuses that intent with the spirit of today's entrepreneur, one who is willing to seek out new opportunities and take the risks that are necessary to provide customers with the best possible service at the lowest cost.

At the same time, we took a number of steps to instill in GPO's workers and managers alike a new sense of pride in their work and their agency, embellishing the successes of the past 125 years with encouragement to uphold a proud tradition in the new era. I believe deeply that the degree of value an organization places on its employees will determine the degree of excellence of its operations. Fairness, equal opportunity, and encouragement to take risks in the exploration of new ideas and methods have been the basics in our effort to unleash the creative energies of GPO's workforce, and these policies have paid off handsomely.

GPO's newfound determination to be the most service-oriented agency in the Federal government has resulted in several novel innovations. Reflecting the practice of America's best run companies, we created account representatives to give individualized attention to customer printing and publishing needs. We also instituted an aggressive agency visit program, opening a new method of customer outreach that

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GPO never conducted before. To bring GPO's services closer to major customer agencies and expand our access to commercial printers, we have opened five new satellite printing procurement offices around the country.

To make government publications more accessible to the public, we've augmented our marketing program with new television public service announcements. We're relocating our bookstores from dingy, inaccessible Federal buildings to attractive, commercially located sites. We've also opened up new efforts to sell government publications overseas, with the objective of tapping the vast markets for U.S. government publications among information-hungry publics around the world.

GPO has strengthened and broadened its contacts with the printing and publishing industry. In addition to the Depository Library Council, which advises GPO on the operations of our depository library program, we have renewed and revitalized GPO's participation in two key government bodies: the Federal Publishers' Committee and the Interagency Council on Printing and Publications Services. Together, these committees provide GPO with a wealth of input on GPO's services, as well as an opportunity to increase GPO's exposure to its customer agencies.

In a completely new departure, GPO also recently established an Academic Advisory Council, drawing together faculty members from some of the nation's most widely respected printing management schools to provide GPO with a "brain trust" of expert advice. With all of these councils, GPO has planted the seeds for obtaining the best possible advice and counsel on trends and transitions in the government information community in the years to come.

GPO is also learning from the experiences of government printing offices in other nations. Some of these offices are meeting the challenges of fiscal constraint and technological change in novel and interesting ways. We now plan to host a major conference of government printers from around the world in Washington next year to provide my esteemed colleagues from abroad with a unique opportunity for the exchange of information and experience. From our contacts around the world, I can tell you that GPO is emerging as a global leader in the government printing field.

Back at home, I can tell you that GPO's policy of procuring the best possible services at the lowest possible cost from the private sector has been strengthened. We have long recognized the efficiency and effectiveness of the private sector, and we expect to rely increasingly on the private printing industry to help us solve the problems we face and provide for our customers' information needs. We now deal routinely with 10,000 private sector firms--roughly 20 percent of the nation's printing and publishing companies--a tremendous resource of versatility, talent, and expertise.

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A new corporate outlook, improved customer service, the best possible advice and guidance, and a greater reliance on the private sector would be nothing if GPO failed to avail itself of the cost-effective opportunities offered by today's technological revolution. The new technology is the backbone of GPO's emergence as a demand-driven, service-oriented agency. GPO is racing against time to incorporate the new technology into the services we offer.

Soon after my arrival at GPO, we abolished the remnants of GPO's hot metal composition section. This move closed out a 125-year-old chapter in the history of pre-press technology at GPO and completed our transition to electronic photocomposition. We're now well underway in the task of modifying and adding to our system's capabilities. We've set up a fully automated electronic job shop, equipped with state-of-the-art technology and capable of processing all job work suitable for interactive or operator-modified composition.

We recently implemented a full text, on-line retrieval capability for the Congressional Record Index, providing up-to-date video display and hard copy printouts of the desired information accurately and instantaneously. We've installed fiber optic communications links with Congress to transmit data files between text-editing systems located on Capitol Hill and at GPO. We've explored the pre-press application of voice synthesis technology, and we're looking at new ways to expedite the capture of congressional data at the source.

The implementation of new technological systems has not been restricted to our pre-press area alone. We've begun an extensive campaign to modernize our press and binding areas, too. We recently installed a new 5-color offset press that will produce 700 million postal cards and over 5 million passports a year. To meet new technical and security requirements for passports, we've also installed an entirely new passport production line. And we're seeking congressional approval to replace our 30-year-old rotary web letterpresses, which are used to produce the Congressional Record and Federal Register, with new offset presses in order to take advantage of recent improvements in our electronic pre-press area.

Nor has the new technology been restricted just to GPO's production areas. To improve our access to essential management information, GPO has created a fully computerized Executive Information System which today includes options for viewing over 1,200 separate graphics detailing up-to-the-minute data on all GPO operations. Our procurement areas also recently installed an IBM System 36 system to provide overall office automation and telecommunications, improving the effectiveness of our interaction with the private sector and significantly reducing procurement costs to our customer agencies.

How have all these improvements added up at the bottom line? In each of the last two years, GPO has generated total revenues well in excess of \$800 million, realizing substantial net income to the

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government--and the taxpayer--in GPO's three main program areas: in-house printing, commercial procurement, and document sales. In each of the last two years, we have been in the unusual and enviable position of requesting less--not more--funding from Congress to finance specific congressional printing and documents distribution needs.

In the last two years, labor-management relations have improved immensely at GPO. On my arrival, I found that a protracted period of bitterness between labor and management had almost broken the bond that unites our employees with GPO's larger purpose. It was immediately obvious to me that this was a situation that GPO could no longer endure.

In 1985, wage negotiations on a new three-year contract reached an amicable settlement without the help of an outside party, unlike most previous agreements. There now exists a new spirit of labor-management cooperation at GPO, a spirit I expect to continue in the years to come.

The new-found employee pride at GPO has also been transformed into economic gains. As a result of increased employee morale, productivity has improved significantly. And because of productivity improvements and new program efficiencies, we have been able to meet all of the budget reductions imposed by Gramm-Rudman-Hollings with minimum impact on GPO's operations. In fact, we're now in the position to take on additional printing and distribution work from other agencies severely impacted by the necessary budget reductions, ensuring that the information needs of Federal agencies and the public will continue to be met. This is a record of which GPO justifiably can be proud.

* * *

As I stated at the outset, electronic publishing will play a large and growing role in the future of government printing and publishing, and consequently at GPO. In fact, electronic publishing is already off to an auspicious start. A little more than a year ago, the General Services Administration contracted for a study of trends in the decentralization of printing and publishing in the government.

The study confirmed the view we already held at GPO. Document production in the Federal government is going to become increasingly decentralized. Printing and printing management are also going to become increasingly decentralized. For a given document, production control functions--those functions involving authorship, concurrence, design, revision, typesetting, and production scheduling--will become more highly concentrated. And they will become more concentrated at the originating or publishing office, not at the actual printing site, the location and nature of which will become increasingly unimportant.

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Some Federal agencies have already invested in electronic publishing on a large scale, most notably the Departments of Energy and Commerce. For other agencies whose publishing efforts involve information products containing reference material, data records, or information that is continually updated, the potential for electronic publishing is great.

At GPO, our position is not to ignore this growing trend, or try to fight it. Instead, our position is to embrace it. We've already made some significant moves in that direction. For our Senate customers, for example, we now maintain a data base for legislative bills that can be accessed by the Senate Office of Legislative Counsel, eliminating a substantial amount of data re-keying as bills move through the congressional process.

For our agency customers, we have facilitated the growth of electronic publishing by installing a floppy disk conversion system that allows agencies to submit disks from over 100 different word processing systems. Our system converts the information contained in the disks to electronic data bases suitable for composition. We plan to add two additional disk converter systems in the near future.

I'm also pleased to announce today that GPO has undertaken an ambitious plan to convert the computer language used in our automated composition system's Master Typography Program, or MTP, to a more universal, more transportable language for eventual utilization by publishing agencies on their own publishing systems, including 32-bit computers and upscale personal computers.

With this system, authors, editors, and publishers will be able to easily structure their publishing data bases in any one of thousands of available formats and have immediate access to proof copy. The structured data bases can then be sent electronically to GPO for automatic processing and printing. Publishing agencies will also be able to extract the same data for use in other, secondary publications with minimal editing. When implemented, this plan will result in a GPO-based electronic publishing system that will rival any similar system nationwide.

But it is in our procurement area that agency requests for large scale, comprehensive electronic publishing services are already being met, breaking new ground in GPO's ability to overcome new technological challenges. It is here that electronic publishing, featuring full publishing agency control, integration of text and graphics, electronic mail, hard copy printing and binding, and packing and shipping, is being realized in the Federal government.

The first major contract of this type, known as Program 400-S, was awarded to cover the printing of the Department of the Army's administrative publications. Under the contract, camera copy is generated from a computerized publishing base of approximately 30,000 pages that resides in the contractor's computer. The publishing data

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base is accessible for updates and revisions from terminals placed at remote sites throughout the country. Revisions from those sites are sent electronically to the Army Publications Directorate for concurrence and then forwarded to the contractor, who changes the data base, outputs camera copy, and then prints, binds, packs, and ships the updated publications directly to the users.

The program has received extremely favorable reviews and has saved the Army over \$80 million since its inception two years ago. Electronic publishing programs are also in operation for the Social Security Administration, the Internal Revenue Service, the Department of the Air Force, and others, all through contracts established by GPO. This technology, as you can see, is off to a fast start in the government.

* * *

So fast has this start been, in fact, that the future of Federal information policy itself will depend not on whether, but to what extent, the government comes to rely on electronic publishing and similar technologies to meet its information needs. The government's information policy right now is based almost solely on Title 44, a law that was framed in 1895, when the functions of publishing and printing seemed immutably distinct.

The new era of technology, with electronic publishing in the lead, has blurred those distinctions forever. Consequently, today's information policy is inadequate to determine such questions as the role of the new technology in the Federal information process, who is to bear the costs of this technology, and who is to share in the benefits. Is electronic publishing a data processing function or a printing function, or both? What standards, if any, should be applied to Federal electronic publishing? Who should apply them?

In part, these questions are what the current dispute over Program 600-S--another, even more sophisticated electronic publishing contract for the Department of the Army--is all about. But in a larger context, electronic publishing raises too many questions that can't be answered by the current state of the Federal information policy. Ultimately, I think this new technology will force the reconsideration of the whole nature of Federal information policy, and lead to an overhaul of Title 44 itself.

As the old saying goes, that literally will take an act of Congress. In the meantime, GPO is determined to fill this policy vacuum in the interest of meeting its goal as a demand-driven, service-oriented agency. It is clear to me that we have no other choice. Electronic publishing and related technologies are without a doubt the wave of the future in Federal printing and publishing. And while the rest of the Federal information policy-making apparatus is suffering from future shock, GPO is prepared to go ahead with new, imaginative, and innovative approaches to meeting the information needs of our customer agencies and the public.

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In effect, GPO will become the vessel that carries and shapes Federal information practices for the foreseeable future. GPO's central role in Federal information policy will ensure that for this and future generations, GPO will continue to serve as the government's leading information agency, as it has for the last 125 years.

Thank you.

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